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CHAPTER 3 - PERSONNEL SUPPORT ACTIVITY (PERSUPPACT)

300. Mission and Functions

a. Mission. To provide consolidated pay and personnel services to Navy members attached to specified commands and activities, settle civilian travel claims, and provide passenger transportation services to all Navy-sponsored travelers, both military and civilian, in a geographic area.

b. Functions

(1) Manage the overall military pay, military personnel and passenger transportation support system within the designated area of responsibility.

(2) Ensure strict adherence to pertinent laws, regulations, and established policy and procedures with regard to pay, personnel, and passenger transportation administration.

(3) Issue written instructions governing military pay operations, including internal controls and local audit procedures as outlined in NAVCOMPT Manual, Volume 4, and the Navy Pay and Personnel Procedures Manual (PAYPERSMAN) or Department of the Navy Source Data System Procedures Manual (SDSPROMAN), as applicable.

(4) Ensure the accuracy and timeliness of submission of pay and personnel events and passenger transportation data.

(5) Provide technical direction, guidance, and assistance to commands and activities supported for military pay, military personnel, and passenger transportation.

(6) Assist commands and activities supported in monitoring the use of travel funds by providing appropriate management reports.

(7) Monitor the performance of Navy's official travel services contractor and ensure the express terms and conditions of the contract are complied with. Submit reports to the appropriate Contracting Officer Technical Representative (COTR) as required.

(8) Perform such other tasks as may be assigned by higher authority.

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301. Organization

a. The PERSUPPACT will normally be composed of a CO; executive officer (XO); administrative officer; military personnel director; military pay director; disbursing officer/assistant military pay director; comptroller; passenger transportation officer; director, automated data processing (ADP) systems/ associate data base administrator (ADBA); and, if appropriate, a reserve matters director, quality assurance officer, and command master chief. More than one position may be assigned to an individual. Figure 3-01 depicts the typical organization of a PERSUPPACT.

b. The PERSUPPACT is a personnel administrative command (ashore). It is under the technical control of CNO, the operational control of the major claimant, and reliant on the host command for logistical support.

302. Duties and Responsibilities of the Commanding Officer (CO)/ Executive Officer (XO)

a. CO. Responsible for accomplishing the assigned mission of the PERSUPPACT as set forth in this manual and to assume command responsibility consistent with Article 0802, U.S. Navy Regulations, 1990. The CO exercises nonjudicial punishment (NJP) authority in accordance with Article 15, Uniform Code of Military Justice (UCMJ), for those personnel attached to the PERSUPPACT and for personnel attached to a PERSUPP DET whose OIC does not have NJP authority. Additionally, the PERSUPPACT CO may adjudicate NJP cases referred by PERSUPP DET OICs.

b. XO. Shall be assigned in accordance with Article 1061, U.S. Navy Regulations, 1990, and perform those duties and carry out those responsibilities outlined in chapter 3 of OPNAVINST 3120.32B.

303. Duties and Responsibilities of the PERSUPPACT Staff

a. Administrative Officer

(1) Oversees the general administrative/personnel functions of the PERSUPPACT staff.

(2) Reports to the XO on the effectiveness of administrative policies, procedures, and regulations of the command.

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(3) Screens and reviews all correspondence and directives and initiates administrative actions where appropriate.

(4) Exercises responsibility for the maintenance of central files and accountability for all correspondence.

(5) Controls all classified material and administers the internal security program for the PERSUPPACT.

b. Director, Military Personnel. Serves as principal advisor to the PERSUPPACT CO on all military personnel functions, establishing guidelines for carrying out personnel-related duties in the local PASS network.

c. Director, Military Pay. Serves as principal advisor to the PERSUPPACT CO on military pay functions, establishing guidelines for carrying out all pay-related duties in the local PASS network. He/she should be qualified to function as a disbursing officer and may be so assigned, if required.

d. Disbursing Officer/Assistant Director, Military Pay.

(1) Provides the complete range of disbursing services to military personnel assigned to activities supported by the PERSUPP DETS assigned to the PERSUPPACT. The disbursing officer is authorized to disburse funds in his/her own name under their activity's disbursing station symbol number (DSSN). He/she is personally and pecuniarily accountable for his/her disbursing acts and for the legal expenditures and proper accounting of funds entrusted to him/her. The disbursing officer will comply with the NAVCOMPT Manual and laws and regulations pertinent to the receipt, custody, expenditure, and accounting for public monies.

(2) May also be assigned as head, military pay division of a PERSUPP DET.

(3) Appoints deputy disbursing officers (DDO) and agent cashiers determined necessary by the PERSUPPACT CO to carry out the disbursing mission within the PERSUPPACT network. At a minimum, each PERSUPP DET will have two accountable positions whose incumbents are authorized to sign treasury checks. Procedures for establishing DDO and agent cashier positions and appointments are in NAVCOMPT Manual, Volume 4.

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e. Comptroller

(1) Administers laws, policies, regulations, and directives pertaining to financial management for the PERSUPPACT and its PERSUPP DETS.

(2) Provides technical advice and guidance to the PERSUPPACT CO in all areas of programming, budgeting, accounting and internal control systems.

(3) Performs disbursing cash verification (when the military pay director is also the disbursing officer), fiscal reporting, management analysis and procurement, maintains appropriate records, and provides for storage and distribution of supplies and equipment.

f. Passenger Transportation Officer. The PERSUPPACT passenger transportation officer is the senior designated passenger transportation official assigned to the PERSUPPACT and serves as principal advisor to the PERSUPPACT CO on all passenger transportation functions. He/she is responsible for providing efficient, quality, and cost effective travel services in the local PASS network in accordance with Navy travel policies. Specific responsibilities are contained in the Navy Passenger Transportation Manual (PTM), NAVMILPERSCOMINST 4650.2A.

g. Director, ADP Systems/ADBA

(1) Manages ADP resources, requirements, and services within the PERSUPPACT organization.

(2) Acts as the principal advisor to the PERSUPPACT CO on all matters concerning ADP functions and establishes guidelines and procedures for carrying out ADP-related services within the command.

(3) Is the SDS project representative, responsible for the SDS data base for the PERSUPPACT network in accordance with the SDSPROMAN.

h. Director, Reserve Matters. A training and administration of reserves (TAR) officer or enlisted servicemember may be assigned as an assistant in reserve matters to each PERSUPPACT serving a substantial inactive reserve population.

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i. Quality Assurance (QA) Officer. The senior member of the quality assurance team will serve as the QA officer. The QA officer will report direct to the PERSUPPACT CO on QA matters and will be responsible for managing the QA program.

j. Command Master Chief (CMC). The senior enlisted member will serve as the CMC. The CMC will report directly to the PERSUPPACT CO as the advisor to the command on enlisted matters and functions as special assistant to the XO in areas of retention, discipline, and human resources.